



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

Airport Supervisor

Posting Number

PN# 107036

Department

Houston Airport System

Division

Bush Intercontinental Airport

Section

Ground Transportation

Reporting Location

2800 N. Terminal Road

Workdays & Hours

Varied, normally M-F *

***Subject to change**

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Directs the activities of employees to coordinate taxicab and other ground transportation services. This includes: preparing work schedules and indoctrinating new employees; handling complaints and inquiries from airport customers and ground transportation operators; maintaining records and preparing reports in support of section operations; counseling subordinates and handling necessary disciplinary action orally and in writing; interfacing with commercial ground transportation operators and monitoring vehicles for adherence to City Ordinances and Airport Operation Instructions; mediating in disputes between operators, employees and customers; ensuring accuracy of cash handling activities; utilizing Taxi LAN and Automatic Vehicle Inventory system; and performs other supervisory duties as assigned.

WORKING CONDITIONS

Performing these duties will involve: visually observing and differentiating details, walking long distances for extended periods and climbing stairs; operating city vehicles; speaking and writing effectively; adjusting to interruptions and changes; using two-way radios; adjusting to repetitive activities and dealing with people in tense situations; may be required to lift up to forty (40) pounds. Must be willing and available to work all shifts, including rotation, weekends and holidays.

MINIMUM EDUCATIONAL REQUIREMENTS

Completion of eighteen (18) months of specialized or vocational training, beyond the high school level, that leads to proficiency in a business or maintenance specialty.

MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of experience in operations and/or maintenance at an airport or comparable facility. Additional experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Computer skills using Microsoft Word, Windows 95, Excel and PowerPoint. Strong customer service experience is preferred.

SELECTION/SKILLS TEST REQUIRED

The selection process will involve written work samples and/or interview

SAFETY IMPACT POSITION

☒ Yes

☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 18

\$1,230.00 - \$1,417.00 Biweekly

\$31,980.00 - \$36,842 Annually

OPENING DATE

OCTOBER 12, 2005

CLOSING DATE

OCTOBER 25, 2005

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or submitted online at:

<http://agency.governmentjobs.com/houstonair/default.cfm>.

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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